

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

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Our Mission:

NGA provides timely, relevant, and accurate
Geospatial Intelligence in support of national security.

Our Vision:

Know the Earth...Show the Way

VACANCY ANNOUNCEMENT

Announcement Number: 046149

Opening Date: January 5, 2004

Closing Date: January 23, 2004

POSITION TITLE & SERIES: Supervisory Installations Management Program Officer, NI-04

PAY BAND & SALARY RANGE: Band 04 \$69,054 - \$111,527

DUTY STATION: Reston Va

AREA OF CONSIDERATION: External Applicants Only

Area of Consideration Explanation (Consideration Given to):

External Applicants Only: Applicants outside the permanent Federal NGA civilian workforce.

ASSIGNMENT DESCRIPTION

Supervisory Installations Management Program Officers lead personnel, manage resources (people, money, time) and evaluate the performance of others who perform the following: manage programs or customer interaction for the Agency or at the Office level (e.g., Metrics, Budget, Customer Representative for a Directorate, Assistant COR for a functional area such as Logistics for a Base Operating Services Contract, etc.). They develop, interpret, and implement policies and provide training and guidance related to the program. They work with contractors and vendors and may serve as a Contracting Officer's Representative or Assistant COR for a functional area. They advise agency personnel on program-related issues and provide services to customers within their program area. They may serve as a Customer Representative to a major customer base such as a NIMA Directorate or large independent office.

MANDATORY QUALIFICATIONS

Knowledges

Contracting regulations, policies, and procedures; Contracting Office Representative (COR)/Contracting Office Technical Representative (COTR) responsibilities; Conflict management techniques

DESIRABLE QUALIFICATIONS

Skills

Material Resources Management; Organizational Representation; Customer Service; Oral Communication; Briefing and Oral Presentation; Non-technical Writing; Supervisory Administration; Performance Management; Planning and Scheduling; Strategic Planning; Budget Management; Contract Management; Process Improvement; Personnel Assessment; COR Documentation; Advising/Consulting (InstMgnt); Data Collection (InstMgnt); Database Management (InstMgnt); Technical/Specialized Review (InstMgnt); Technical/Specialized Writing (InstMgnt)

Knowledges

Basic writing principles (e.g., organization of ideas, active voice); Federal/Defense Acquisition Regulations (e.g., FAR, DFAR, NARI, DODGARS); Process improvement principles and techniques; General principles of oral communication (e.g., active listening, tact); Problem-solving processes and techniques; Budgeting principles and practices (e.g., cost estimation methods); Customer service principles; Decision-making processes; Blueprint and schematic reading; Location and layout of NGA buildings (e.g., floor plan, location of systems); Project management techniques (e.g., scheduling, resource estimation, impact assessment); Quality control principles; Contract cost management principles; Standards of ethical conduct for U.S. Government employees; Public speaking techniques; AutoCAD data interpretation

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

Light lifting, under 15 pounds; Light carrying, under 15 pounds; Reaching above shoulder; Use of fingers; Prolonged periods of standing; Ability to distinguish basic colors
Working outside and inside; Working around slippery or uneven walking surfaces

SPECIAL INFORMATION

XX Two Year Probationary Period
XX U.S. Citizenship Required
XX Position Subject to Drug Testing

- XX Security Clearance Required
 - ☐ Secret
 - XX Top Secret
 - XX Sensitive Compartmented Information
- ☐ Polygraph Test Required
- XX Direct Deposit Required
 - (Condition of Employment)
- ☐ Physical Examination Required
 - ☐ Color Vision Required
 - ☐ Stereoscopic Vision Required
- ☐ Permanent Change of Station (PCS)
 - includes travel/transportation expenses
 - (pending available funds)
- ☐ Shift Work
- ☐ Safety Gear/Equipment
- ☐ Financial Statement Required
- ☐ Travel Required
 - ☐ Occasional
 - ☐ Frequent
 - ☐ Overseas

NOTES:

1. NGA positions are in the Excepted Service under 10 USC 1601 appointment authority. All candidates and their immediate family members (i.e., spouse, parents, siblings, children and cohabitants of the individual requiring the security clearance) must hold United States citizenship to obtain the required security clearances. Candidates are subject to a thorough background investigation and may be required to undergo a medical examination. Some positions may also require a polygraph examination. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Employees are required to sign an agreement not to disclose, in any fashion, classified information to unauthorized persons. Participation by civilian employees in the DOD Direct Deposit/Electronic Fund Transfer of Pay Program is required.

2. NGA IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants are assured of equal consideration regardless of race, sex, age, religion, color, national origin, lawful political affiliation, marital status, sexual orientation, membership in an employee organization, or nondisqualifying physical or mental disability.

3. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources at (314) 263-4888 or DSN 693-4888, extension 138.

4. NGA has implemented pay banding for all former General Schedule (GS) employees. The NGA system consists of five pay bands and does not include regularly scheduled within grade increases. Annual performance evaluations determine the amount of increase within a pay band an employee will receive. The annual promotion process determines those employees who move to a higher band. The *basic salary ranges and equivalent GS grade levels for the five pay bands are:

Pay Band 01	\$15214	-	\$39685	(Equivalent to GS-01 through GS-07)
Pay Band 02	\$32158	-	\$53459	(Equivalent to GS-08 through GS-10)
Pay Band 03	\$42976	-	\$70395	(Equivalent to GS-11 through GS-12)
Pay Band 04	\$61251	-	\$98924	(Equivalent to GS-13 through GS-14)
Pay Band 05	\$85140	-	\$116358	(Equivalent to GS-15)

* These are the basic pay amounts. The Federal government has established numerous pay localities to provide locality pay adjustments that add to total pay according to geographic duty locations.

HOW TO APPLY/WHAT TO SUBMIT: In order to receive FULL consideration, all of the following documentation must be received by January 23, 2004 .

1. Chronological resume (maximum of two pages, pages exceeding the two page resume limit will not be considered) showing SSN, Citizenship, and specific duties and specific dates pertinent to past positions held and description(s) of experience to ensure full consideration. **(NGA uses an automated resume referral system. SF 171/OF 612, Application for Federal Employment, will NOT be accepted).** Resumes may be emailed via the Internet to hrjobs@nga.mil. The resume must be included in the BODY of the email message, do not send the resume as an attachment. **INDICATION OF YOUR SOCIAL SECURITY NUMBER AND CURRENT CITIZENSHIP ARE MANDATORY. Failure to provide this information will result in loss of consideration for this position.** See Privacy Act Statement.

NGA does NOT accept attachments of any type. If more than one resume and/or narratives are required, the COMPLETE application (resume, narratives, DD214, SF50, transcripts, etc) will need to be faxed OR mailed instead of applying by email. The application must be received by the Announcement closing date.

2. Should any specific supplemental information be requested (normally found under paragraphs NARRATIVES REQUIRED and/or QUALIFICATIONS), submit them with your complete application package (See #1 above for attachment restrictions). Examples of such specific supplemental information include narrative statements.

3. Please let us know how you learned of this employment opportunity.

_____ INTERNET WEB SITE	_____ ADVERTISEMENT
_____ www.usajobs.opm.gov	_____ Newspaper
_____ www.nga.mil	_____ Magazine
_____ www.monster.com	
_____ OTHER (PLEASE SPECIFY)	

4. Current or former Federal employees must submit a copy of SF 50, Notification of Personnel Action that documents current/last permanent position title, series, grade, and salary. If you received a separation incentive, you must submit the SF 50 which documents the amount of the separation incentive.

5. Applicants claiming veterans' status/preference must submit a copy of DD Form 214, Certificate. Release or Discharge from Active Duty, SF 15, Application for 10-point Veteran Preference, and/or other information documenting veterans' status/preference eligibility for consideration.

All applicable documents must be submitted as a complete application package. Completed forms should be sent (or faxed 314-263-4977) to:

NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY
ATTN: HUMAN RESOURCES/MAIL STOP L-28 (ANNCT #046149)
3838 Vogel Rd
Arnold, MO 63010-6238

Commercial Telephone: 314-263-4888

DSN: 693-4888

Toll Free: 1-800-777-6104

COPIES OF VACANCY ANNOUNCEMENTS (to include qualification requirements and application procedures) ARE AVAILABLE BY CALLING: Human Resources at (314) 263-4888 or DSN 693-4888, extension 138. Users of the TDD system may use 314-263-4277 (Commercial) or 693-4277 (DSN) to access our TDD line between the hours of 8:00 a.m. and 3:00 p.m. (CST)

Privacy Act Statement

Authority: 5 U.S.C. sections 3301, 4118, 8347; 10 U.S.C. sections 1601-02; and Executive Orders 9397, 9830 and 12107.

Principal Purpose: This information is needed to ensure the accuracy of critical data in each employee/applicant record. The records have various uses by the agency, including screening qualifications and determining status, eligibility and rights and benefits under pertinent laws and regulations.

Routine Uses: Information may be disclosed in accordance with the routine uses established for OPM/GOVT-1, General Personnel Records, which permits disclosures to be made to the Equal Employment Opportunity Commission, the Department of Justice, to law enforcement agencies, and other Federal and state agencies.

Disclosure: Disclosure is voluntary. However, failure to provide your Social Security Number, as well as all other required information, will disqualify you from further employment consideration.

RESUME INSTRUCTIONS

1. Include your name, social security, and the announcement/advertisement number, if appropriate, on each page of your resume.
2. Resumes that cannot be appropriately scanned and processed will be returned.
3. Limit typed resumes to 2 pages. Pages exceeding the two page resume limit will not be considered.
4. Use black ink on 8.5 x 11 inch white, bond paper. Print on one side only.
5. Do not condense spacing between letters.
6. Use minimum 1/2 inch margin (top, bottom, right, and left).
7. Must use Arial standard typeface, 10 or 12 pitch.
8. Do not use fancy treatments such as italics, underline, bold, shadows, and reverse type (white letters on black background).
9. Type your name and social security number, i.e., John Jones - 123456789, on each page of the resume in the top left corner. **INCLUSION OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY.** See Privacy Act Statement.
10. Include country(ies) in which you have citizenship.
11. Avoid vertical and horizontal lines, graphics, and boxes.

RESUME FORMAT

NAME (First, MI, Last)
Home Address (abbreviate State)
Home Phone
Work Phone
Primary Email Address
Include the country(ies) in which you have citizenship (**MANDATORY**)

Mailing Address (if different from home address)
Social Security Number (**MANDATORY**)

Announcement Number

EXPERIENCE: (Begin with current position and list only those positions which you feel are relevant)
ALL DESCRIPTIONS OF EXPERIENCE MUST INCLUDE THE FOLLOWING INFORMATION:

- . Employer's name and address
- . Start and end dates (month and year)
- . Position title and current salary
- . Supervisor's name and phone number
- . All major tasks
- . All systems you have worked with or on
- . Any software program(s) or hardware you have used
- . Any specialized equipment used
- . Any special program(s) managed
- . Regulations, directives, technical orders, instructions, etc., you have worked with, implemented, researched or developed that are pertinent to your career path
- . All other relevant information you would like to include

Years of experience may be grouped together, if they are the same or similar in nature. Only experience that you believe is relevant to the positions for which you desire consideration needs to be included in your resume.

EDUCATION:

List completed degree, major field of study, full name of college or university, month and year earned, overall grade point average.

Example:

M.S., Geological Sciences, American University, May 1985, GPA 3.75

Note: A transcript must be submitted with resumes.

LANGUAGES:

List any languages/dialects that you can speak, read or translate. Please indicate fluency/proficiency for each.

The following languages are desired:

Albanian	Hindu	Pashto	Slovak
Arabic	Hungarian	Persian	Spanish
Chinese	Indonesian	Portuguese	Turkish
Czech	Italian	Romanian	Ukrainian
French	Japanese	Russian	Urdu
German	Korean	Serbo-Croatian	Uzbek

LICENSES AND CERTIFICATES:

List any licenses and/or certificates received that are relevant to this position.

TRAINING - AWARDS

List any training courses completed and awards received that you consider valuable and relevant to your career goals. (Include dates if possible.)